

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: DEC 5 1955

FROM : Chief, Transportation Division, OL

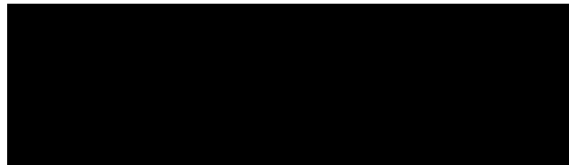
SUBJECT: Review of Schedule of Vital Documents

REF: Memorandum from Director of Logistics,  
same subject, dated 25 November 1955.

1. A thorough study has been made to determine exactly what vital materials now utilized by the Transportation Division should be made a matter of Vital Record on a continuing basis and those which are essential to the operation of the Division. As a result of this study, it was found that there were many types of material which should be added to the Vital Material Schedule of the Office of Logistics.

2. Recommended additions to the Vital Material Schedule are attached as Enclosure 1.

3. The additional materials listed in the attached Vital Material Schedule are being prepared and will be forwarded to the OL Area Records Officer for deposit as they are completed.



25X1A9a

Enclosure:

Vital Material Schedule (dup)

Distribution:

Original & 1 ✓ Addressee  
1 - TD Official File  
1 - TD Reader

*see encl. with  
draft*

25X1A9a

OL/TD: [REDACTED]:bjk/4203 (2 December 1955)

OL 5 6727